

Ref	Author	Date Identified	Risk Description	Risk Impact	Internal/External	Time, Cost Quality Impact	Probability	Risk Mitigation Actions	Last Updated	Status	Owner
R001	Robert Sims	01/10/2010	There is a risk that the Steria Service Delivery staff do not transfer via TUPE	The knowledge will disappear and not transfer for the continuation of service	Int	H	VL	Create sufficient knowledge transfer plan to mitigate the risk of no TUPE staff	12/10/2010	Open	Joanne Linton
R002	Robert Sims	01/10/2010	There is a risk that the contracts associated with Breckland BC will not be novated or cancelled in time	Extra cost will be incurred due to delay	Ext	H	VL	Contracts will be novated well before the 90 day cancellation period	12/10/2010	Open	Robert Sims
R003	Robert Sims	01/10/2010	There is a risk that Breckland BC do not agree to the terms of the Exit Plan	The impact is that the start of the Exit project is delayed until agreement can be reached.	Ext	L	L	Breckland BC will be issued the draft Exit plan for comment.	12/10/2010	Open	Robert Sims
R004	Robert Sims	01/10/2010	There is a risk that Breckland BC do not allow Steria to recover its Assets (Management Servers, N/W equipment) until a long time after the Exit has been completed.	The impact is that special arrangements for the decommissioning activity may need to be made and additional costs are incurred by Steria.	Int	L	L	Hold discussions with Breckland BC as part of the regular Project Board meetings.	12/10/2010	Open	Robert Sims
R005	Robert Sims	01/10/2010	There is a risk of Network failures when the Remote Monitoring Service Management Servers are decommissioned.	The impact of a network failure would be on service availability	Int	L	L	Decommissioning activity to be scheduled out of hours in order to minimise service	12/10/2010	Open	Joanne Linton

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R006	Robert Sims	01/10/2010	There is a risk that existing service delivery staff do not cooperate during the Exit project.	The impact will be that the transfer back in house of the Service gets delayed.	Int	L	L	All parties to regularly engage with in scope staff and to keep communication channels open.	<b>12/10/2010</b>	Open	Melanie Meade
R007	Robert Sims	01/10/2010	There is a risk that the 3rd party contract / supplier list is incomplete.	The impact would be for Steria potentially to have stranded costs.	Int	L	L	Early engagement of the 3rd parties management group and coordination with Regional Service manager to ensure all contract are identified,	<b>12/10/2010</b>	Open	Joanne Linton
R008	Robert Sims	01/10/2010	There is a risk of Annual Legislative updates to key Council systems e.g. Revs & Bens, Council Tax, NNDR, Housing etc being required during the Exit period.	Potential impact on the Exit project causing delays in achieving key activities e.g knowledge transfer, HR consultation, staff transfer etc	Ext	L	L	Close planning / monitoring of this risk as part of the regular project board meetings.	<b>12/10/2010</b>	Open	Joanne Linton